



Central Processing Facility (CPF)

Earl E. Mallard

CHIEF, Central Processing Facility (CPF)
IN/OUT-Processing (IOP)

DSN: 475-8855

Commercial: 09641-83-8855

Location: Bldg. 244, 2d Floor, MPD

Earl.e.mallard.civ@mail.mil



USAG BAVARIA REASSIGNMENT BRIEFING



Central Processing Facility (CPF)

DSN: 475-6734/8708

Commercial: 09641-83-XXXX

Hours: 0800-1600 hrs.

Closed Thursday mornings 0800-1300
and Federal Holidays

Location: Bldg. 244, 2d Floor, MPD

POC Email: Branka.maodus2.In@mail.mil

Earl.e.mallard.civ@mail.mil



USAG BAVARIA REASSIGNMENT BRIEFING

Central Processing Facility (CPF)

SPONSORSHIP

Upon receipt of Permanent Change of
Station (PCS) Orders

Log onto the Website:

<https://actnow.army.mil>

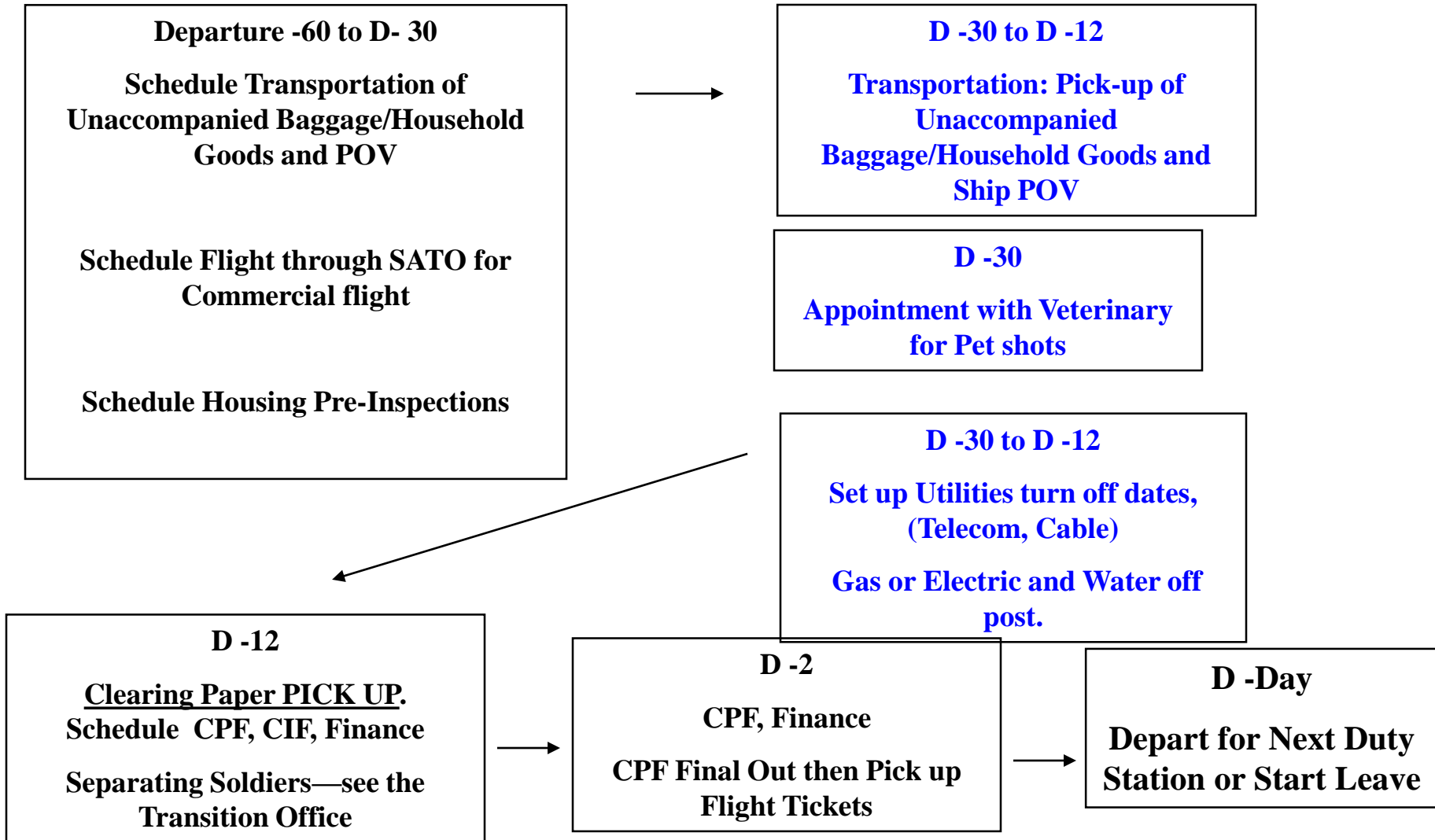
**INITIATE DA FORM 5434 TO REQUEST A
SPONSOR AT YOUR GAINING
INSTALLATION.**



Estimated Out Processing

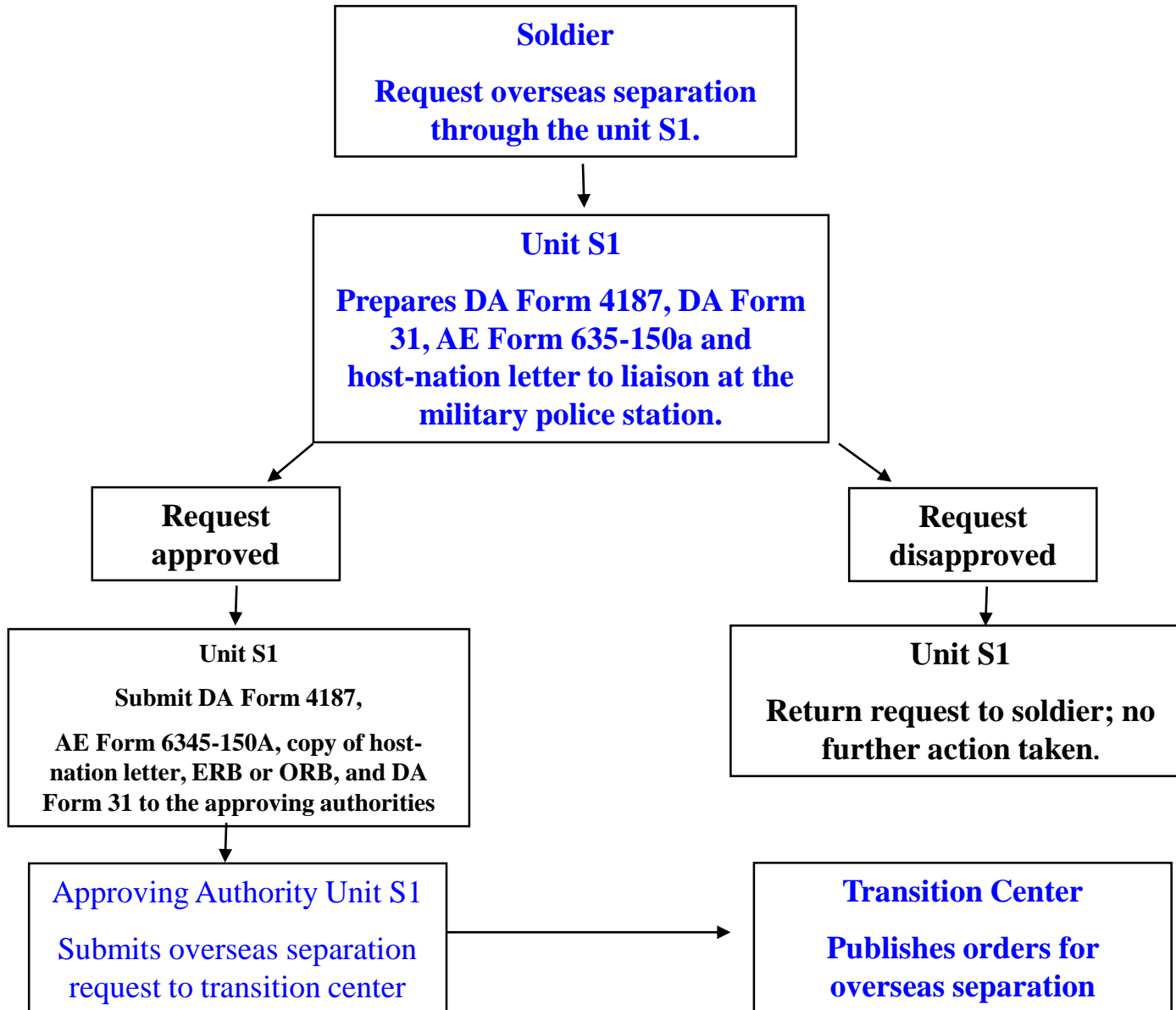


Time Line





Request Overseas Separation (European Out) through the units S-1





Clearing Papers



- Installation Clearance Papers (DA Form 137-E) are picked-up **no earlier than 12 working days** prior to the flight date or **PCS in-country leave start date (DA Form 31)** for all Soldiers.
- Electronic preclearance is an automated database system that assist organizations in pre-clearing Soldiers from the installation 15 – 20 days prior to Soldiers clearance papers pick-up date.
- Final Out-Processing appointments are scheduled **no earlier than 2 working days** prior to flight date IAW AE Reg 612-1.



Clearing Papers



- Soldiers planning on separating on a European out must submit packet 6 months prior to MPD Actions Branch see AE Reg 635-150.
- Soldiers without an approved European out must provide a flight itinerary to pick-up clearance papers
- Copy of Orders & Amendments, Flight Itinerary from SATO and DA 31 (Leave Form with signatures and control number) starts on the Flight Date
- ITT—No Flight Itinerary (One day Travel Leave Form)



Clearing Papers



Soldiers flying out of Ramstein will be placed on manifest for the Patriot Express when picking-up clearance papers

PATRIOT EXPRESS BUS

DEPARTURE :	Monday Night & Wednesday Night
DESTINATION:	RAMSTEIN
LOCATION:	TIME:
BLDG # 619 ARMY LODGING GRAFENWOEHR (MAINPOST GRAF)	2330 or 1130 PM HRS
BLDG # 275 KRISTALL INN (ROSE BARRACKS)	2400 or 1200 AM HRS





Clearing Papers



- Three Step Process:
 - Community Agencies (Walk-ins)
 - Unit Activities (S1/2/3/4 & Unit Supply)
 - *Commander and 1SG must sign clearing papers PRIOR to Final Out Appointment*
- **Final Out Appointments--1300 Hr. in Bldg. 244 2d Floor Rm 222 M-F**
- CIF appointment will be made when picking up Clearing Papers.



Clearing Issues



- **DO NOT LEAVE VEHICLE REGISTRATION AND CUSTOM FOR THE LAST 2 DAYS!!**
- Soldiers will contact CPF *immediately* if there is a problem out-processing an agency. Do not wait until *Final Out Appointment*.
- Soldiers must be in **DUTY UNIFORM** (NO PTs) when picking up *Clearing Papers* and conducting *out-processing business*. (*Including all Appointments and Walk-ins*)



MAKE A PLAN!

**QUESTIONS
AND
ANSWERS**